

# **George Holmes Bixby Memorial Library**

## **Board of Trustees Meeting Minutes**

**February 6, 2014**

**In Attendance:** Deborah Rogers-Chair, Elizabeth Hunter Lavallee-Treasurer, Paul Lawrence-Trustee, Carol Brock-Head Librarian, Mary Farrell-Children's Librarian, Robin Haubrich-Alternate Trustee and Janet Hicks-Alternate Trustee and Acting Secretary

**Absent:** Kelly Marshall-Trustee and Mike Petrovick-Alternate Trustee

Meeting convened at 7:08

### **1. Minutes**

- a. January 9, 2014 minutes were approved as presented

### **2. Treasurer's Report**

- a. Treasurer's Report was accepted as presented
- b. Elizabeth reported on the meeting with Waddell & Reed and the subsequent changes to the investment portfolio. Portfolio is now more diversified and has shown minimal losses since the reallocation. Investments are designed for the long-term and will allow the Library to "stay the course." The portfolio will be reviewed with Waddell & Reed 4 times a year to ensure that it is meeting our needs.

### **3. Old Business**

- a. Energy Audit: Paul has had no response from his efforts to contact PSNH to schedule an energy audit. He will continue to try to reach them.
- b. There was a lengthy discussion about the status of the Wish List.
  - i. Paul and Bill Triplett met in the Red Room to discuss new table and chairs. Bill is on the hunt for an appropriate antique table; Board set a limit of \$1,500 for the purchase. Discussion ensued about whether chairs should be purchased as well. It was decided that Bill would seek 8 chairs with a limit of \$1,500.
  - ii. Paul also met with David Bridgewater of Greenfield to discuss the construction of new shelving in the Red Room. David will provide a cost estimate. It was decided that Paul would contact at least one more Frankestown carpenter to get a second estimate.
  - iii. Robin and Jan have been working with Carol and Mary to complete the remaining items on the list and have made some progress.
    - 1. Computers have been purchased by Steve Chamberlin and are due to be installed on Feb 7.
    - 2. Discussion continues as to appropriate location of office for Carol.
    - 3. Mary is still trying to find a cost effective source for the chairs and Book Browser.

4. Paul St. Cyr has completed the shelving in the back Children's Room. He will provide a bill.
5. No determination has been made as to the relocation of the exterior sign. Paul Knight has not been able to provide a suggestion. Robin suggested that the sign be hung from a granite post located closer to the road but within the fenced area. It was decided that we would wait until Spring to decide on a course of action.
6. Shelving for Mary's closet has been purchased.
7. Carol is working with Cynthia West on the design of new bookmarks. No completion date has been set.
8. Christopher Gurshin painting has been hung and framed by Steve Griffin. To date, Steve has not provided a bill.
9. Jan and Robin have found several options for the small tables. Purchases will be made as soon as other furniture reorganization decisions have been made.
10. Bruce Harrington has provided input on the purchase and installation of the hand dryers for both bathrooms. Carol will purchase them and Bruce will install as soon as they have arrived.
11. Although the attic needs to be cleaned, more pressing is the condition of the insulation. It was decided that the company who installed it would be consulted as to what action should be taken.
12. Carol added a projector to the List. She will research the type she wants and the cost.
13. Once the list is completed and which donation(s) will be used, Elizabeth will notify each donor to inform them of what was accomplished. Deb will also write a note.

#### **4. New Business**

- a. Friends of the Library
  - i. The Friends would like to purchase an art hanging system with proceeds from their dues and the Cupcake Sale. Cost of the system is \$500-600. A motion was made, seconded and passed to approve the purchase.
- b. Board Positions
  - i. Robin filed to run for office of Trustee.
  - ii. Deb will take the action to nominate Jan for another term as Alternate Trustee.
- c. Performance Reviews
  - i. Board of Trustees is required to complete Carol's Performance Review. Trustees will meet privately to discuss the review after which Deb will meet with Carol to conduct the review. Carol may provide response to the review before it is filed. New town Performance Review form will be used.

- ii. Deb will set a date for the private meeting
- d. Policy Revisions
  - i. Deb asked Elizabeth and Robin to review the Library Trustees Policy. She requested that any Board member do the same.
  - ii. Formal review will be done sometime in the spring or summer.

**5. Librarian's Report**

- i. More patrons are using the e-book option.
- ii. Library acquired 6 new patrons in January.
- iii. Carol went over the Monthly Stats. She believes that the reduction in patronage was the result of bad weather.
- iv. Drilling behind the store has been completed. Gas was found and the state will resolve the issue. Carol was told that she should contact the drilling company in the spring if she is not satisfied with the condition of the area behind the Library.
- v. Plumber (Pinney) was called this week because the temperature in the middle room could not be maintained. This was the result of filters not being changed in 2 years. Carol will put a reminder on her calendar for annual filter change. Deb will talk with Mike Branley about making it a Town Administrator responsibility.
- vi. Tabled for discussion at the next meeting: status of automation of the collection, update of the website and potential reference data bases.
- vii. Mary had no additional comments.

**6. Public Comment**

- a. None

Adjournment: 8:55 PM

Next Meeting: **March 6, 2014 @ 7:00** (Deb will be out of town; Paul will Chair.)

Respectfully submitted,

Janet D. Hicks, Acting Secretary

